

SERVICE OF PETITION

Upon filing of a case, the debtor is responsible for serving a copy of the petition on certain parties, as specified below.

Please note that the debtor **MUST** also bring a signed copy of the petition to the first meeting of creditors.

- In **ALL cases**, a copy of the petition must be served on the United States Trustee, as follows:

BROOKLYN CASES:

Office of the United States Trustee
33 Whitehall Street, 22nd Floor
New York, NY 10004

CENTRAL ISLIP CASES:

Office of the United States Trustee
Long Island Federal Courthouse
560 Federal Plaza
Central Islip, NY 11722

- In **Chapter 7 and Chapter 13 cases**, a copy of the petition must be served on the trustee appointed in the case. The Notice of Meeting of Creditors issued by the court will specify the name and mailing address of the trustee. A complete listing of Chapter 7 Panel Trustees and Chapter 13 Standing Trustees for this district may also be found on the [General Info Guide](#) page of the court's Web site at www.nyeb.uscourts.gov.

- In **Chapter 11 cases ONLY**, a copy of the petition must be served on the following parties:

Internal Revenue Service
10 MetroTech Center
625 Fulton Street
Brooklyn, NY 11201

Securities and Exchange Commission
Northeast Regional Office
Woolworth Building
233 Broadway
New York, NY 10279